

Weekly Report for Week Ending 28 December 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Eight offices transferred a total of 820 cubic feet of inactive records to the Center, since our last report for week ending 14 Dec 1959.
- (2) During the week 67 cubic feet of records were removed from the disposal area and burned, leaving an accumulation of 282 cubic feet in the area.

2. Assignments

a. Active

- (1) Physical Consolidation of VM and RC

To date 264 cubic feet of records have been moved from the VM Vault to the Center. This project has been temporarily halted due to holiday leave.

b. Inactive

- (1) Consolidation of Three Sets of Information Reports Into One Record Set
- (2) Physical Inventory of Holdings

3. News

- (1) The OSI/ARO is presently screening the Intelligence Collection Files stored here to determine the ones that can be destroyed at this time.
- (2) Since 8 December 1959 when we assumed full responsibility for the servicing of DD/P records, our average daily workload has increased as follows:

Average Number Items Furnished - 86 per day

Average Number Man-Hours Required - 7.58 per day

- (3) The total holdings of the Records Center are 53,002 cubic feet. ✓

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4. Visitors

25X1



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